

Travel Reimbursement Voucher

Department of English



**UNIVERSITY OF
SOUTH CAROLINA**

Name:		VIP ID:		
Date Leaving Home Base		Time	AM	PM
Date Returning Home Base		Time	AM	PM

Section I - Methods of Transportation

	Plane	\$
	Train	\$
	Bus	\$
PERSONAL VEHICLE MILEAGE	One way mileage/departure @ 67.0 cents/mile	\$
	One way mileage/return @ 67.0 cents/mile	\$
SUBTOTAL SECTION I		\$

Section II - Subsistence

Lodging cost per night (including taxes): \$	per night X	nights =	\$
MEAL ALLOWANCES:			
In state B = \$8.00	L = \$10.00	D = \$17.00	\$ 35.00 per day MAX
Out-of-state B = \$10.00	L = \$15.00	D = \$25.00	\$ 50.00 per day MAX
LIST YOUR MEALS HERE:			List the daily \$ here:
Date:			\$
Date:			\$
Date:			\$
Date:			\$
Date:			\$
Date:			\$
Date:			\$
Date:			\$
Date:			\$
Date:			\$
Date:			\$
SUBTOTAL SECTION II			\$

(If meals were provided as part of registration, you cannot claim the expense). Meal receipts are not required. Out of country per diem is based on country and city.

Section III - OTHER EXPENSES (ORIGINAL RECIEPTS MUST BE PROVIDED)

Registration	\$
Taxi, shuttles, subways	\$
Airport parking	\$
Hotel parking	\$
Rental car	\$
Gas for Rental	\$
Other	
SUBTOTAL SECTION III	\$

Section IV - Summary

Section I Transportation	\$
Section II Subsistence	\$
Section III Other Expenses	\$
GRAND TOTAL	\$

Traveler's Signature _____

Date _____